# HOW TO GET IT

## INTRODUCTION

Background

A Directory that would identify sources and channels for the acquisition of types of government-published or government-sponsored documents of interest to the Defense community was conceptualized in the early 1970's by the Committee on Information Hang-ups' Subcommittee on Document Procurement. It was based on the recurring problem that documents which were not indexed, announced or distributed by the major government information services were difficult to locate, and searches by letter and telephone were time consuming and not always successful. No directory existed, except in the minds of experienced librarians and information specialists and in their working notes accumulated during years of experience.

The guide, first published in 1973, was well received by the Defense information services community. This Librarians' Edition is the sixth revision.

Purpose

The guide is intended to assist librarians and information specialists as well as other individuals who need to identify or acquire Government-published, Government-sponsored, or Defense-related information resources.

Scope

The contents are limited to technical documents and information resources prepared for or of particular interest to the Department of Defense and its contractors (or potential contractors).

Information was gathered from written and Internet sources, such as the official regulations, directives and instructions which establish the formal, preferred channels for acquiring these documents, and from telephone calls, fax, e-mail and traditional correspondence. Information on maps, patents, translations and databases is included. New to the publication is the inclusion of URL's for Internet locations of sources whenever they are known.

Arrangement

Individual entries are arranged alphabetically in a dictionary type list. Each entry consists of an identification of the items and the following information whenever available:

Originator: The agency that produces or sponsors that type of information resource.

Order from: Sources from which the item may be ordered, with notations indicating who may order from those sources.

Forms: Forms that should be used to order from each source cited.

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Cost:           Where there is a charge, the word "yes" is entered ; where there is no known charge the word "no" is entered.

Telephone:      Telephone numbers, fax numbers, and e-mail addresses of offices from which the item may be ordered, or from which additional information can be obtained.

Restrictions:   Any restrictions on the distribution or use of the item, including who may order it.

Indexed  in:    Publications in which that type of information resource is indexed.

Notes:          Comments on the history, status, or content of the information resource.

URL:            Uniform Resource Locator: a protocol for specifying addresses on the Internet.

## Contractor Reports

With some exceptions, contractor-generated reports are not included.  The procedure for the acquisition of these reports is fairly standard.  Most contractor reports are indexed and distributed by the Defense Technical Information Center (DTIC) and National Technical Information Service (NTIS).  Reports not in DTIC or NTIS usually are controlled by the specific agency for which the contract work was performed.  These reports must be requested from (or through) the controlling agency.  That is, the request for the document, with need-to-know certified by the requester's contract monitor, must be sent to the office which controls distribution of the report.  That office may transmit the report directly to the requester, or may direct the contractor to transmit the report.  For additional information see the entries under Defense Technical Information Center (DTIC) and National Technical Information Service (NTIS).

## Forms

In general, the forms used for ordering a specific type of document from DTIC, NTIS, or the Government Printing Office (GPO), are included in Appendix B.  Appendix B also includes a form to send in updated or corrected information for the entries in this publication.  There is an electronic form for updates on DTIC's STINET Website under "Librarians' Edition Entry Form" at: http://www.dtic.mil/stinet/htgi/

Agencies often will honor a document request submitted on other than the prescribed form.

## Publications Centers

The Air Force, Army and Navy each maintain Publication Centers which are responsible for stocking and distributing publications produced by and of interest to the community they serve.  For information on these centers see Appendix A.

The Defense Technical Information Center is the central repository, disseminator, and referral center for the information needs of the Department of Defense (DoD) and its

contractors.  For more information see the entry under the Defense Technical Information Center and Appendix A.

The National Technical Information Service (NTIS) handles the announcement and sale of unclassified, unlimited documents available for general public distribution.  For more information see the entry under the National Technical Information Service.

Other Government publications centers announce and distribute documents, many of which are of interest to the Defense community.  For examples, see Appendix A.

Corrections and Updates

The Department of Defense has undergone numerous reorganizations and consolidations. These changes have had a major impact on the revision and updating of the HOW TO GET IT.  Inevitably the organizations are experiencing a loss of institutional memory.  Often knowledge of what happened to the publications of a former organization or where to go for information on the newly formed organization is very difficult to obtain.

Consequently, the editing of the HOW TO GET IT is a work in progress.  We are depending on the users of this document to help us correct and update information.  There are some gaps and inaccuracies in the data.  We have included incomplete entries in the belief that some information is better than none.  DTIC would appreciate receiving corrections and new information to be included in the next revision.

Please either fill out the form in Appendix B and fax it to Barbara J. Fox at (703) 767-8032; or send E-mail to Barbara J. Fox at: bjfox@dtic.mil; or call (703) 767-8041; DSN 427-8041.  If you have access to the Internet, there is an electronic form on DTIC's STINET Website under "Librarians' Edition Entry Form" at: http://www.dtic.mil/stinet/htgi/

Your input, comments, and criticisms are welcome.  We will investigate errors and will post the new information on the DTIC Users Listserv (User-L) and the Federal Reference Librarians Listserv (FedRef-L) sponsored by the Library of Congress.

A Web version of the HOW TO GET IT is our next project.

Barbara J. Fox
Project Manager
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